



Manning Control Authority (BUPERS)

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Special Issue

The gouge behind Enlisted Manning Inquiry Reports (EMIR)

Following is some info that I wanted to share with you regarding the preparation of an EMIR:

- **Governing directive:** MILPERSMAN has recently been updated with information on the preparation of an EMIR. Refer to MILPERSMAN article 1306-108 on the BUPERS web page (www.persnet.navy.mil) in the section entitled "Instructions."
- **A common misperception of an EMIR:** "I'm a shore command...I can't submit an EMIR!" This is not correct. An EMIR (as per the MILPERSMAN) is "applicable to all Navy activities with enlisted billets..."
- **Purpose of an EMIR:** It notifies all key players (EPMAC, NPC, the activity's chain of command) that the submitting command has a concern regarding personnel shortages. It's the official way of saying, "Help us!"
- **When should I submit an EMIR?** A lot of people call MCAB asking when they should submit an EMIR. Should manning be at 50 percent or 70 percent? There isn't a set percentage that should trigger a command in submitting an EMIR. The commanding officer or officer in charge will need to make that decision. If unit readiness is being impacted (or will be impacted) by the shortfall in personnel, then an EMIR is warranted. The Personnel Officer (Manning Officer, Admin Officer, or whatever the title) needs to monitor the command's manning and alert the CO when a potential crisis is erupting.
- **When should I not submit an EMIR?** Don't cry wolf when it comes to an EMIR. If you are about to lose a YN2 due to a planned loss (PCS transfer, separation), don't immediately send out an EMIR. Remember, if your command readiness is not being affected, don't send out an EMIR. Don't send out an EMIR thinking that it will speed up the process for getting a relief identified. Let the personnel distribution system work first.

Problems with EMIRs: I looked at over 100 EMIRs to pick out some problem areas to avoid and valuable tips when submitting an EMIR. Here's my list:

- 1) EMIR not addressed properly. The Action Addressee will be **EPMAC**. Shore commands must use the following PLAD: **EPMAC NEW ORLEANS LA//45//**. For the MA Rating, Physical security, Navy Brig, and Corrections, use Code 4414. Special Warfare, EOD, and Divers must use Code 4413. Seabees use 4412. Medical/Dental and FMF personnel use 442. For the Info Addresses, use the following **NPC** PLAD: **COMNAVPERSCOM MILLINGTON TN//PERS-40// * //**. (The * is for the respective desk codes at the Bureau (402B for Admin/Decks/Supply, 402C for Technical Ratings, etc – refer to the Perspective). **Always info copy MCAB (Code 453)!**
- 2) No (or inadequate) POC info: For the POC on the message, list a name, rank, title, phone number, and email address.
- 3) No elaboration on the impact on command readiness: Just don't say, "OUR READINESS WILL DECLINE." Be more specific. Here's a good excerpt: "USS _____ CANNOT PERFORM DISBURSING FUNCTIONS AND ENSURE CONTINUITY OF VITAL PAY SERVICES TO A CREW OF 2,500 WITHOUT A DK1 WITH NEC 2905."
- 4) No UIC of the submitting command: Be sure to list the command's UIC in the subject line:
SUBJ/ENLISTED MANNING INQUIRY REPORT (EMIR) (UIC 57000)//
- 5) If your manning is adequate (not 100% but just adequate) in quantity but not quality due to a shortage of senior personnel, then state it! Here's a good example: "AZ MANNING PRESENTLY APPEARS ADEQUATE, HOWEVER A LACK OF SENIOR AZ LEADERSHIP (E7) EXISTS PREVENTING VITAL KHAKI RESPONSIBILITIES (COUNSELING, MENTORING, SUPERVISION, ETC) FROM BEING ACCOMPLISHED."
- 6) If your reqs are gapped, state how long the gap has been:
- 7) Think twice before submitting an EMIR on a junior Sailor. Recently saw an EMIR for an MS3 for a command that was manned 24 for 27 for MS's stating the absence of the MS3 has an impact on command readiness. That is hard to believe.
- 8) If there are some recent unplanned losses that the Bureau might not know about, state so (positive urinalysis, member deciding to separate at EAOS, selection for an officer program, etc).
- 9) Don't combine EMIRs...one EMIR for one rating.
- 10) State your willingness to take a pay substitution (YN1 or YN2 for a YNC) or LIMDU's to fill your requisitions. Also, if you need immediate help, ask for assistance in setting up TAD assistance for your command (6 months is usually the norm).